



DEPARTMENT OF THE NAVY
CIVILIAN INTELLIGENCE PERSONNEL OFFICE
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WASHINGTON, D.C. 20395-5720

CIPOINST 12550.1
N26
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CIPO INSTRUCTION 12550.1

Subj: FOREIGN LANGUAGE PROFICIENCY PAY

Ref: (a) 10 U.S.C. 1596
(b) OSD(P&R) memo of 20 Jul 93; Subj: Special Pay
for Civilians for Foreign Language Proficiency
(c) DON OCHR memo of 18 Sep 03; Subj: Foreign
Language Proficiency Pay
(d) DODD 1400.35 of Mar 02

Encl: (1) DOD Critical Languages and Difficulty Categories
(2) Foreign Language Proficiency Pay Rates
(3) Sample Request for Foreign Language Proficiency
Pay Testing

1. Purpose. To establish implementing guidance and procedures for Foreign Language Proficiency Pay (FLPP) as authorized by references (a), (b), and (c) for eligible civilian employees appointed under the Department of Navy (DON) Defense Civilian Intelligence Personnel System (DCIPS), reference (d).

2. Background. FLPP is a discretionary special pay to a civilian employee who:

a. has been certified as being proficient in a foreign language identified by the Secretary of Defense, enclosure (1), in which proficiency by civilian personnel is important for the effective collection, production, or dissemination of foreign intelligence information; and

b. is serving in a position, or is subject to assignment to a position, in which proficiency in that language facilitates performance of officially assigned intelligence or intelligence-related duties.

3. Eligibility Requirements. The employee:

a. must be currently a DON civilian employee covered by DCIPS,

b. must be assigned to a DON command/activity that has determined civilian FLPP is authorized for one or more languages listed on enclosure (1),

c. must have been certified within the past 12 months for proficiency in a foreign language as determined by a Defense Language Proficiency Test (DLPT) or Defense Language Reading Proficiency Test (DLRPT) and if these are not available, an oral interview will be conducted, and

d. must occupy a position, or be subject to assignment to a position, as determined by the command/activity head, in which proficiency in a language is required or facilitates performance of officially assigned intelligence-related duties, to include support of arms control treaties or special operations-related duties.

4. Guidance.

a. As determined by the supervisor and approved by the command/activity head, when proficiency in a foreign language or languages facilitates performance of official intelligence-related duties, an addendum must be attached to the position description of each employee that specifies the language(s) or category of languages, at least two required skills (listening, reading, speaking) and the skill levels required in performance of the duties. Skill levels will follow Interagency Language Roundtable definitions: 0 is No Proficiency, 0+ is Memorized Proficiency, 1 is Elementary Proficiency, 1+ is Elementary Proficiency (Plus), 2 is Limited Working Proficiency, 2+ is Limited Working Proficiency (Plus), 3 is General Professional Proficiency, 3+ is General Professional Proficiency (Plus), 4 is Advanced Professional Proficiency, 4+ is Advanced Professional Proficiency (Plus), and 5 is Functionally Native Proficiency. More specific skill level

definitions can be found in the Defense Language Institute Catalog at <http://www.dli.army.mil>. If travel is required, or may be required, in performance of these duties, it should also be noted on the addendum.

b. Command/activity heads shall consider the establishment of, changes to, or cancellation of FLPP when reviewing the organization's mission, functions, and strategic plan. Billets and employees approved for language proficiency should be coded as such on the organization's manning document.

5. Payment.

a. Supervisors may determine and command/activity heads will approve FLPP pay following enclosure (2). FLPP may be awarded for multiple languages.

b. Payment is made in conjunction with established pay periods.

c. Annual testing and re-certification are required. FLPP will be terminated for any employee who has not been retested and re-certified for language proficiency within the preceding 12 months. FLPP is terminated when an employee fails to test at the required proficiency level. Retesting is allowed after six months at the discretion of the command/activity head.

d. It is the employee's responsibility to ensure that testing is scheduled and completed.

e. Payment becomes effective on the pay period after all documentation and approvals have been received by the servicing Human Resources Service Center. Retroactive payment of FLPP is not approved.

f. Command/activity heads may begin or terminate FLPP at any time based on organizational mission and fiscal considerations.

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g. FLPP is not considered part of an employee's rate of basic pay for any purpose (e.g. retirement, insurance, or other benefits related to basic pay) and is taxable income.

h. The erroneous payment/overpayment of FLPP is considered a debt owed to the Government and is repayable or may be excused by any means provided by statute.

i. FLPP is terminated on the pay period following the one in which the language that supports FLPP is removed from enclosure (1) or terminated by the command/activity head.

6. Certification and Re-certification.

a. Initial certifications and re-certifications will be forwarded to the Civilian Intelligence Personnel Office (CIPO) for processing. Certification/re-certification documentation will include a Request for Personnel Action (RPA), an addendum added to the employee's position description (documented as described in section 4a), and a recent certification of language proficiency (within the past 12 months).

b. Retesting and test results are required within 12 months of the previous test in order to continue receiving FLPP. Test re-certification results must be sent to the CIPO three weeks prior to their anniversary date.

c. FLPP recipients, who fail to meet the annual re-certification requirement, may not receive retroactive FLPP upon subsequent re-certification.

7. Responsibilities.

a. The Director of Naval Intelligence (DNI) or designee will:

(1) Provide oversight of the DON DCIPS FLPP Program.

(2) Review annual reports on the DON DCIPS FLPP Program.

b. Command/activity heads will:

(1) Authorize FLPP.

(2) Provide funding for payment of FLPP.

(3) Determine the languages from enclosure (1) that are needed by the organization. At least two required skills must be designated (listening, reading, speaking) and the required skill levels must be determined.

(4) Identify positions and personnel that meet FLPP criteria as identified in paragraph 3.

(5) Forward approved employee requests to the testing facility for DLPT, DLRPT, and/or other tests needed to determine employee language proficiency.

(6) Forward FLPP certification or re-certification requests to CIPO for processing.

(7) Provide CIPO with an annual report of FLPP requirements, participation and expenditures for FLPP by 30 October of each year.

c. CIPO will:

(1) Authorize RPAs for FLPP.

(2) Maintain a consolidated FLPP Program database with associated annual expenditures.

(3) Notify each employee 90 days prior to the annual re-certification requirement with a copy to the command/activity head.

(4) Provide a consolidated annual report of FLPP requirements, participation and expenditures to the Office

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of the Under Secretary of Defense (Personnel and Readiness) via the DNI and the Deputy Assistant Secretary of the Navy (Civilian Human Resources) by 30 November of each year.

(5) Assist with testing information and arrangements, as necessary.

d. Employees will:

(1) Request FLPP testing and timely retesting via their supervisor, see enclosure (3).

(2) Take the DPLT/DLRPT or other appropriate tests when scheduled.

(3) Re-certify language proficiency annually.

(4) Track leave and earnings statements and report discrepancies to CIPPOINT.

(5) Travel in performance of FLPP duties as required.

8. Technical Advice and Assistance. CIPPOINT will provide technical advice and assistance on FLPP documentation and processing.

Cyndi H. Hunter
CYNDI H. HUNTER
Director

DOD CRITICAL LANGUAGES & DIFFICULTY CATEGORIES

CATEGORY I	CATEGORY III	CATEGORY III(cont)	CATEGORY IV
AFRIKAANS (AA)	ALBANIA (AB)	PUNJABI (PJ)	ARABIC (AZ)
DANISH (DA)	AMHARIC (AC)	PUSHTU (PU)	- MODERN - - STANDARD (AD)
DUTCH (DU)	BALUCHI (BT)	RADE (RH)	- ALGERIAN (AM)
FRENCH (FR)	BASHKIR (BP)	RUSSIAN (RU)	- EGYPTIAN (AE)
HAITIAN CREOLE (HC)	BASQUE (BQ)	- ARMENIAN (AR)	- GULF (DG)
ICELANDIC (JC)	BENGALI (BN)	- AZERBAIJANI (AX)	- LEBANESE (AQ)
ITALIAN (JT)	BEMBA (BM)	- BELORUSSIAN (BL)	- LIBYAN (AL)
- SARDINIAN (JK)	BIKOL (CG)	- ESTONIAN (ES)	- MOROCCAN (BS)
- NEAPOLIAN (JM)	BULGARIAN (BU)	- GEORGIAN (GG)	- SAUDI (AN)
- SICILIAN (JS)	BURMESE (BY)	- KAZAKH (KE)	- SUDANESE (AV)
NORWEGIAN (NR)	CAMBODIAN (CA)	- KIRGHIZ (KM)	- SYRIAN (AB)
PORTUGUESE (PY)	CZECH (CX)	- LITHUANIAN (LT)	- TUNISIAN (BW)
- EUROPEAN (PT)	DIVENI (DV)	- TADJIK (TB)	- YEMENI (AU)
- BRAZILIAN (PQ)	FINNISH (FJ)	- TURKMEN/ TURKMAN (UB)	CHINESE (CZ)
SPANISH (QB)	GREEK (GR)	- UKRAINIAN (UK)	- CANTONESE (CC)
- AMERICAN (LA)	HAUSA (HS)	SERBO-CROATIAN (SC)	- CHA'O CHOU (YE)
- CARIBBEAN (QC)	HEBREW (HE)	SHAN (SE)	- FUCHOW (CQ)
- CASTILIAN (SR)	HINDI (HJ)	SIGHALESE (SJ)	- FUKIENESE (CF)
- CREOL (SS)	HUNGARIAN (HU)	SLOVAK (SK)	- HAKKA (CH)
SWEDISH (SY)	ILOCANO (JL)	SOMALI (SM)	- MANDARIN (CM)
TAKI-TAKI (TG)	KACHIN (KH)	SWAHILI (SW)	- SOUTH MIN (CD)
	KAREN (KC)	TAGALOG (TA)	- WU (CS)
CATEGORY II	KINYARWANDA (KL)	TAMIL (TC)	JAPANESE (JA)
GERMAN (GM)	KIRGHIZ (KM)	TATAR (TM)	KOREAN (KP)
SWISS (GS)	KURDISH (KU)	TELUGU (TE)	
BAVARIAN (GT)	LAHU (LH)	THAI (TH)	
INDONESIAN (JN)	LAOTIAN (LC)	TIBETAN (TJ)	
KASHMIRI (KB)	LATVIAN (LE)	TIGRINYA (TL)	
MALAY (ML)	LINGALA (LJ)	TURKISH (TU)	
ROMANIAN (RQ)	MACEDONIAN (MA)	UIGHUR (UJ)	
	MALAGASY (MG)	URDU (UR)	
	MARANAO (LY)	UZBEK (UX)	
	MISKITO (NM)	VIETNAMESE (VN)	
	MONGOLOLIAN (MY)	- CENTRAL (VC)	
	NEPALESE (NE)	- HANOI (VN)	
	NYANJA (NY)	- SAIGON (VS)	
	OSSETIC (QS)	VISYAN (VY)	
	PAMFANGAN (QV)	- CEBUANO (VB)	
	PERSIAN	- HILIGAYNON (VH)	
	- DARI (PG)	WA (WV)	
	- FARSI (PF)	XHOSA (WH)	
	- POLISH (PL)	YORUBA (YO)	
		ZULU (XU)	

Note: Command/activity heads will determine the language(s) needed by the organization for purposes of FLPP

Enclosure (1)

FOREIGN LANGUAGE PROFICIENCY PAY (FLPP) RATES

<u>RATE</u>	<u>RATE PER PAY PERIOD</u>
FLPP-1	Not Used
FLPP-2	\$ 50
FLPP-3	\$ 75
FLPP-4	\$100
FLPP-5*	\$100 to \$150

*This category is for multiple languages, payable to the maximum of \$150. Example: An employee's first language scores qualify as FLPP-2 (\$50) and second language scores qualify as FLPP-3 (\$75) for a total pay period pay of \$125. Second example: An employee's first language scores qualify for FLPP-4 (\$100) and second language scores qualify as FLPP-4 (\$100) for a total maximum per pay period of \$150.

DETERMINATION OF FLPP PAY

FLPP payment levels are based on proficiency ratings from the DLPT and the difficulty of the language. The FLPP proficiency ratings are as follows:

Minimum DLPT/DLRPT Proficiency Rating (At least two required skills as determined by command/activity head)			Language Difficulty Category-LDC (See the DOD Critical Languages & Difficulty Categories, enclosure (1)).			
Listening	Reading	Speaking	I	II	III	IV
1+	1+	1+	N/A	N/A	N/A	FLPP-2
2	2	2	N/A	FLPP-2	FLPP-2	FLPP-3
2+	2+	2+	FLPP-2	FLPP-3	FLPP-3	FLPP-4
3	3	3	FLPP-3	FLPP-4	FLPP-4	FLPP-4

Payments will be made for a language or languages on the DOD Critical Language List (see enclosure (1)) as determined by the minimum set by the command/activity head, provided the employee tests at a level supporting a FLPP-2 payment or higher. If an employee scores higher in one skill than the other, FLPP is paid against the lowest score. However, if an employee scores equally higher in both skill areas, the command/activity head may pay at the higher FLPP level to encourage employees to attain/maintain high language skills.

Enclosure (2)

SAMPLE

REQUEST FOR FOREIGN LANGUAGE PROFICIENCY PAY (FLPP) TESTING

MEMORANDUM FOR (Employee's Supervisor) (date)

From: (Employee's Unit and Address)
Subject: Request for Foreign Language Proficiency Pay
(FLPP) Testing

I am requesting approval to take the (enter language(s)) language test(s) (one or more of the qualifying languages identified by the Command/Activity Head for FLPP). I understand that if I achieve qualifying scores on the test and meet all other qualifying criteria I will be entitled to receive FLPP. I also understand that failure to retest annually (with minimum required scores) will result in a loss of FLPP.

(Member's Name and Signature)

1st Endorser, Supervisor
To: (Command/Activity Head)

Recommend Approval. Please schedule (Member's Name), (Social Security Number), for the appropriate tests based on the following justification:

Disapproved for the following reasons:

(Supervisor's Name, Title, Signature and Date)

Approved. Employee is authorized to request appropriate language proficiency testing in accordance with CIPO Instruction 12550.1.

Disapproved

(Command/Activity Head's Name, Title, Signature and Date)

Enclosure (3)